MICROSOFT EXCEL/EXCEL VIEWER CONFIGURATION INSTRUCTIONS
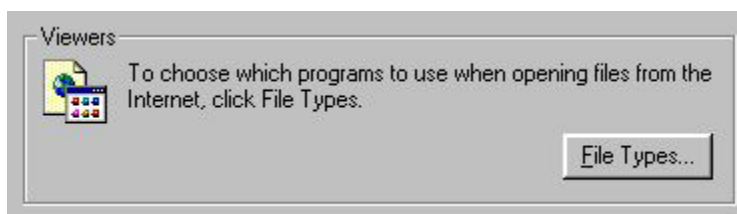FOR MICROSOFT INTERNET EXPLORER

1. Select **View** from the drop down menu on the toolbar.
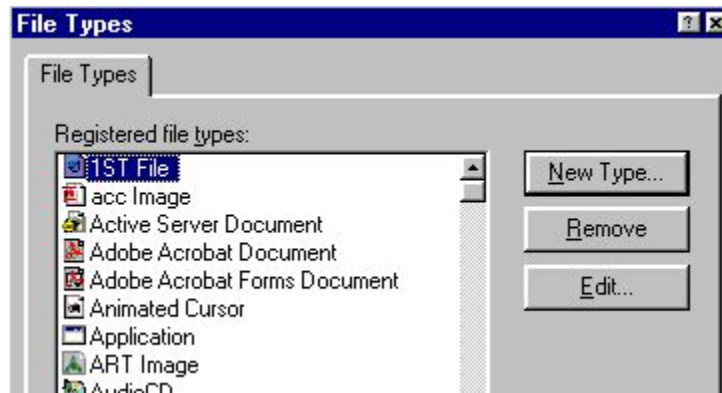2. Select **Options**.

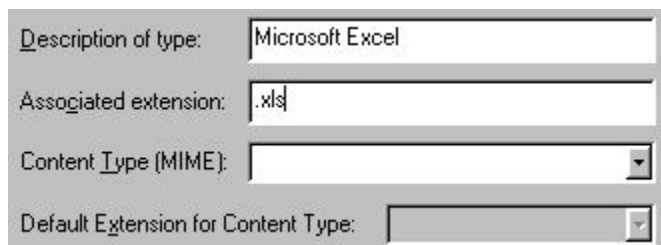3. Select the **Programs** tab.

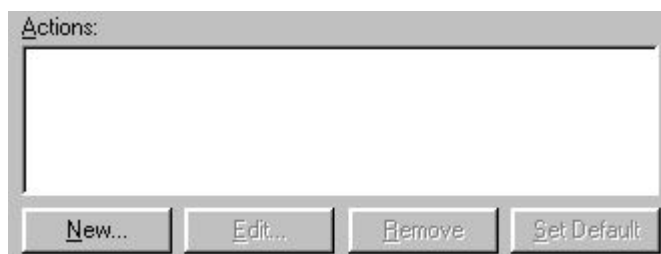4. Click on **File Types** in the **Viewers** box.

5. Check to see if there is a setting for Microsoft Excel files in the **Registered File Types** window. If there is not click **New Type**.
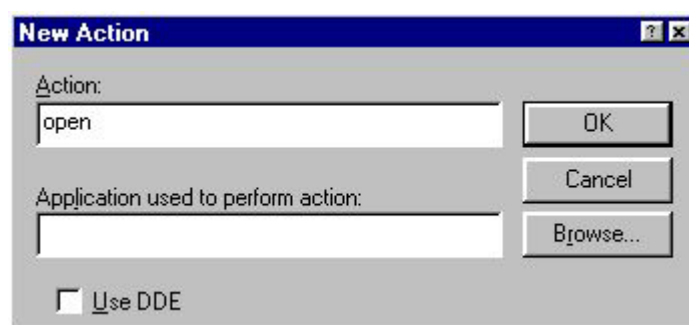
6. Type *Microsoft Excel* in the **Description of Type** window.
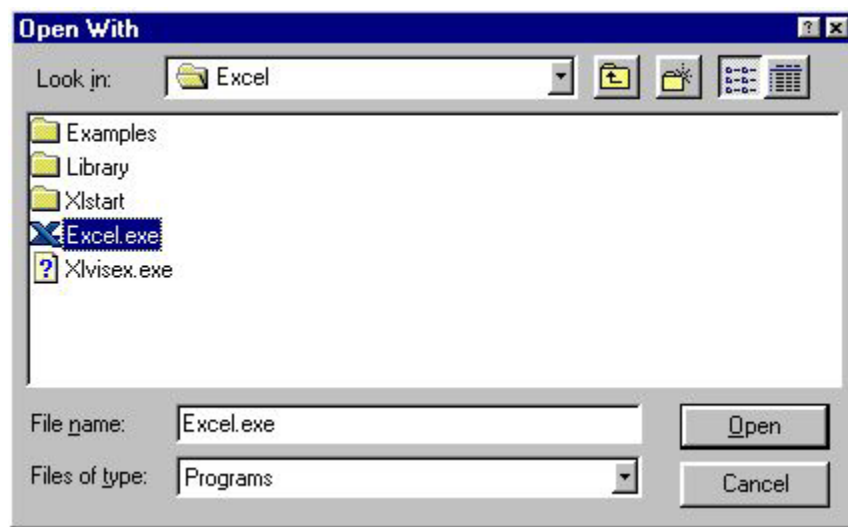7. Type *.xls* in the **Associated Extension** window.

8. Then click the **New** button.

9. Type *open* in the **Action** window.

10. Then click the **Browse** button to locate the *.exe file for Excel (excel.exe). Once you have located this file double-click on it. If you do not have Microsoft Excel installed on your computer AND have downloaded the free Excel Viewer, locate this *.exe file (xlview.exe) and double-click on it. The path to its location will automatically be entered in the **Application Used to Perform Action** window. If you do not have Excel on you system you must click here and download the free Excel Viewer from Microsoft in order to view this document online (you will find instructions on-line at this site).

11. Next click the **OK** button.
12. Now close the remaining open windows.